

RESIDENTIAL COUNSELOR

FLSA Code: N

Job Code: 7020

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible professional work ensuring the care and safety of residents in a group home for adolescent girls; does related work as required. Work is performed under regular supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, crouching, reaching, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to noise, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Counseling, monitoring and supervising activities of a group of court assigned adolescent females in a twenty-four hour residential setting.

Observes, records and evaluates client behavior and progress;
Teaches/models socially adaptive behavior;
Conducts individual and group counseling on established and as needed basis;
Discusses functions of the facility, rules and regulations and reconciles clients to the environment;
Provides and directs leisure activities including arts and crafts, sports, outings, etc.;
Maintains residence log, makes entries and writes incident reports;
Transports clients to various services, programs, facilities and activities;
Plans and supervises recreation activities and food service;
Supervises and participates in food service activities, facility cleaning, maintenance and repair;
Provides crisis interventions; assesses emergency and medical situations and determines appropriate action;
Administers medication according to directions;
Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in human or juvenile psychology or related field; possession of an appropriate driver's license valid in the Commonwealth of Virginia; first aid, CPR, medication disbursement, bloodborne pathogens and physical restraint training certification may be required; some knowledge of human behavior, mental health, juvenile justice and social problems, the rules, regulation and procedures of the residential facility, the techniques of residential facility care and counseling and the basic principles of human psychology; ability to enforce institutional rules firmly and fairly, to counsel clients in a transit or residential environment who may be frightened, hostile, rebellious and win their confidence; ability to supervise a small group of clients in a closed environment, to prepare records and reports and to deal courteously yet firmly with clients, their families and the public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.